

ITS GO Guide 05, Mobile Food Trucks in Manitoba

(Sept 7, 2023)

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1. INTRODUCTION

This guide outlines the minimum requirements operators of mobile food trucks must satisfy in order to operate in Manitoba. In particular, this guide will provide operators of mobile food trucks with the following information:

- Definition of relevant terms.
- A streamlined path to applications and permits.
- An outline of documents or approvals required by cities and rural municipalities, Inspection Technical Services (ITS) and Manitoba Health (MB Health), as well as any associated fees.
- An overview of inspections conducted by cities and rural municipalities, ITS and MB Health, to ensure safety.
- Contacts to report safety and health related incidents.
- A list of documents referenced in the guide.
- Checklists for a quick reference to the operating requirements.
- Other supporting documentation.

2. DEFINITION OF TERMS

- | | |
|---|--|
| Commissary | <ul style="list-style-type: none">• A food handling establishment in which food is prepared for sale, off site, and in which food and related items such as containers, utensils, equipment and other supplies are stored, labeled, packaged or cleaned. |
| Equipment | <ul style="list-style-type: none">• Includes stoves, ovens, ranges, hoods, slicers, mixers, meat blocks, tables, counters, refrigerators, sinks, dishwashing machines, steam tables and similar items, excluding utensils used in a food service establishment. |
| Mobile | <ul style="list-style-type: none">• A vehicle or trailer that is readily moveable and does not remain at the same location for more than 14 days at any one time, unless otherwise approved by a Public Health Inspector. |
| Mobile Food Service Establishment (MFSE) | <ul style="list-style-type: none">• A food service and/or catering operation which is contained in and operated from a vehicle that is readily movable, is licensed under <i>The Highway Traffic Act</i>, and may not return to a commissary daily and in which food such as french fries, hamburgers, etc. are prepared, processed and sold (i.e. mobile food truck). |
| Operator | <ul style="list-style-type: none">• Any person who owns the mobile food unit or is in charge of the unit. |

3. SAFETY INSPECTIONS

ITS, cities and rural municipalities, and MB Health conduct inspections of mobile food trucks to ensure the safe operation of these units.

a. Technical Safety

ITS is mandated to ensure that the gas and electrical equipment installed, altered or replaced in mobile food trucks are in compliance with [The Gas and Oil Burner Regulation](#) and/or [The Electricians Licensing Regulation](#), and the codes adopted by these Regulations.

b. Food Safety

MB Health plays an important role in ensuring the safety of all food that is sold and distributed through mobile food units. MB Health inspects mobile food units on a routine and a complaint basis to ensure compliance with The [Food and Food Handling Establishments Regulation](#).

Inspections determine if minimum standards and practices are being followed with respect to general food handling, storage temperatures, sanitation, employee hygiene and equipment or food contact surface disinfection procedures for the specific type of processes and foods involved.

c. Fire Safety

Cities and rural municipalities conduct annual fire safety inspections of mobile food trucks to provide an increased level of safety to the public by ensuring compliance with their respective by-laws such as [The Winnipeg Fire Prevention By-Law](#).

In particular, these inspections ensure that fire protection systems have been properly installed, and items such as commercial cooking equipment and fire extinguishers are tested, inspected and maintained regularly by individuals holding a valid service person license.

4. APPLICATION PROCESS

a. Initial Applications

First time operators of mobile food trucks must obtain the following approvals prior to operating their units:

1. Installation inspection of gas equipment – from the ITS
2. Field approval for electrical installations – from the ITS or an Inspection Body
3. Valid Health permit – from MB Health

Operators must also obtain the following additional approvals if they are operating their units within Winnipeg:

1. Food Handler Training Certificate (from MB Health)
2. Fire Safety Inspection – from their respective cities or rural municipalities. For e.g. for City of Winnipeg (CoW): WFPS - Fire Prevention Branch
3. Parking permit – From respective cities or rural municipalities. For e.g. for City of Winnipeg: CoW Parking Authority

Note: Outside of Winnipeg, operators are encouraged to contact the local municipality or town where they are operating to determine appropriate compliance requirements.

b. Subsequent Permits and Applications

Mobile food trucks require new parking permits every year. Operators may also need to obtain additional gas or electrical permits if the equipment in the truck is being altered, replaced or if new equipment is being added.

Table 1 - Conditions for Subsequent Applications

Requirments	Conditions
Installation approval for gas equipment	If any gas equipment is altered, replaced or added in the unit.
Field approval for electrical installations	If any electrical installation is altered in the unit.
Health Permit to operate	Annual
Food Handler Training Certificate	Valid for 5 years
Fire Safety Inspection	Annual
Parking permit	Annual

5. PROVINCIAL REQUIREMENTS

ITS is mandated to ensure that the gas and electrical equipment installed, altered or replaced in MFSE are in compliance with The Gas and Oil Burner Regulation and/or The Electricians Licensing Regulation, and the codes adopted by these Regulations.

ITS inspects installations of gas burning equipment (which use natural gas or propane as its fuel source) and electrical equipment installed in mobile food trucks. These inspections are conducted under the authorities of The Gas and Oil Burner Act, The Electricians' Licence Act and corresponding Regulations.

6. GAS APPLIANCES USED IN MFSE

An appliance, accessory, component, or equipment utilized in the gas system of a MFSE must:

- bear a certification mark from a certification body accredited by the Standards Council of Canada (SCC)
- be approved, and installed in accordance with the manufacturer's certified instructions and the referenced code(s) and/or standard(s)

7. APPROVAL BY AUTHORITY HAVING JURISDICTION (AHJ)

Installation approval is required to ensure that gas-burning equipment found in MFSE is installed, altered or replaced in accordance with the regulatory requirements and is safe for use. ITS provides approval to install gas-burning equipment by issuing a gas

Inspection and Technical Services
508 - 401 York Avenue
Winnipeg MB R3C 0P8
T: 204 945-3373
Web: <https://www.gov.mb.ca/labour/its/>
Email: TechnicalServices@gov.mb.ca



permit to licensed gas fitters. An inspection of final installation is conducted once completed by the gas fitter using applicable CSA B149.1, B149.2 and B149.5 code requirements.

Upon passing the installation inspection, an inspection report, and a letter of approval a Blue or now a Green label will be applied to the unit indicating the inspection has passed.

Therefore, a mobile food truck operating in the city of Winnipeg shall provide **one of the following proof** of proper approval:

1. For Mobile Food Trucks holding approval prior to Dec 31, 2021.
 - a. **Blue sticker** affixed by ITS or SCC accredited inspection body indicating that the equipment is evaluated and approved to CSA B149.1 or



b. **Letter of approval by ITS**

OFFICE OF THE FIRE COMMISSIONER

May 27, 2019

Big Doe Nut
Elvis Presley
508 Norquay Building
401 York Avenue
Winnipeg MB
R3C 0P8

Dear: Elvis

Re: Inspection Approval for Gas Burning Equipment installed in Mobile Food Truck with VIN: # UB0KEH Permit # 8675309

The Office of the Fire Commissioner (OFC) is responsible for conducting inspections of gas burning equipment installed in mobile food trucks to ensure that these installations are compliant with the following:

- The Gas and Oil Burner Act (the Act),
- The Gas and Oil Burner Regulation (Regulation),
- CSA B149.1-15: Natural Gas and Propane Installation Code (B149.1-15 Code), and
- CSA B149.2-15: Propane Storage and Handling Code (B149.2-15 Code).

Based on the installation inspection conducted on April 18, 2019, the OFC has confirmed that the equipment listed below meets the requirements identified in the Act, Regulation, B149.1-15 Code and B149.2-15 Code:

- One x 105,000 BTU Pitco Frialator deep fryer; CSA approved; Model No 40CT
- One x 105,000 BTU Pitco Frialator deep fryer; CSA approved; Model No 40CT
- One x 90,000 BTU Globe Fryer, Grill/Griddle; CETL approved; Model No GG36G

The above listed gas burning equipment may require the services of a licensed gas fitter and may require a permit if additional work is conducted such as replacement or alteration.

Any work conducted on the above listed gas burning equipment found to be not in accordance with the Act and Regulation may be deemed "not to be fit for use".

Please retain a copy of this letter on site as a record of a completed inspection.

Regards,

Cheryl Lashek

Cheryl Lashek, P.Eng.
Director, Inspection and Technical Services
Office of the Fire Commissioner

Email: Cheryl.lashek@gov.mb.ca
Tel: (204)-945-3507

508 Norquay Building • 401 York Avenue • Winnipeg, Manitoba • Canada • R3C 0P8
Telephone: (204) 945-3373 • Fax: (204) 945-2389 • Website: www.firecomm.gov.mb.ca

- c. For Mobile Food Trucks approved for operation after Jan 1, 2022, **Green sticker** indicating approval under Special Inspection Program by ITS



The approval of Mobile Food Trucks is a one time process and the food truck is considered "Approved" for use unless there is a change of ownership, fuel source or change of appliance (s) on the food truck.

Note: Only licensed gas fitters are allowed to do any regulated work to gas burning equipment.

8. APPLICABLE FEES

The following fees are required for each application process.

Gas Permit: Basic charge of \$60 plus an additional charge per piece of equipment (based on BTUH rating)

9. CHANGE OWNERSHIP

If a change of ownership has occurred on MFSE that hold Special Acceptance letter/label, then

- a permit is required (fee \$60 plus additional charge per piece of equipment based on BTUH rating)
- Upon passing the installation inspection, an inspection report, and a Special Acceptance Label (Green Sticker) will be reissued to the new owner identifying the equipment that was inspected and approved at the time of inspection.

10. UPGRADE

If an upgrading that includes control, or fuel change etc. is performed:

- a permit is required (fee \$60 plus additional charge per piece of equipment based on BTUH rating)
- Inspection Fee (: The fee for the inspection is \$90 per hour or fraction of an hour)
- The licensed gas fitter will also be required to submit a Gas Piping Pressure Test Report for MFSE at the time of inspection by the ITS.

Upon passing the installation inspection, an inspection report, and a Special Acceptance Label (Green Sticker) will be issued to the owner identifying the equipment that was inspected and approved at the time of inspection.

11. ELECTRICAL EQUIPMENT

Inspectors with ITS or Standard Council of Canada (SCC) accredited Inspection Body, utilizes the following electrical code to conduct their inspections:

- Manitoba Electrical Code (MEC)

Mobile food truck owners are required to have any electrical installations inspected by an approved agency.

- If you are choosing to use ITS as an Inspection Body:
 - An Application for Field Special Acceptance and Inspection of Mobile Food Trucks must be submitted to receive an appointment to have your electrical field approved.

12. DOCUMENT SUBMISSION WITH APPLICATION

The following will outline the information to be provided at the time of permit application to facilitate the installation inspection for Special Acceptance of Mobile Food Service Equipment (MFSE).

- Equipment Identification Number such as a license plate number, V.I.N. or a unique model or serial number assigned to the equipment.
- A list of all gas fired appliances installed. (Note: The appliances must bear the certification mark from a recognized certification body or they will require a

separate Field Approval.) Provide the Manufacturer, Model Number, Appliance Type and Input Rating.

- A list of the propane components used from the propane cylinders to the appliances
- Provide details of the Manufacturer and Model Number of components such as regulator, gas hose assemblies, automatic valves and manual valves.
- A floor plan or overall assembly drawing showing the general layout of the equipment and the location of the appliances and propane cylinders or tank.
- If used, details of the exhaust fan and interlocking airflow-proving switch and automatic gas shut-off valve and a simple diagram showing the wiring connections.
- Details of the size and location of combustion air supply and make-up air supply for the vehicle
- For any MFSE with electrical features rated at greater than 30 volts, please ensure that the required approval under the Electrical Code has been obtained.

Acceptable Electrical Field Approval Labels if the Special Acceptance is conducted by ITS.



For acceptable Electrical Field Approval Labels by SCC accredited Inspection Bodies, please use the following link:

https://www.gov.mb.ca/mr/its/pubs/its_21_037_recognized_certification_inspection_bodies_for_electrical_equipment.pdf

13. FEE AND PAYMENT INFORMATION

a. Gas

The permit fee for the installation of gas burning equipment is \$60 plus a charge based on the capacity of the gas burning equipment (see fee schedule below). Gas permit fees are payable at the time of application. Re-inspection fees may apply. For information regarding gas permit fees, please refer to The Gas and Oil Burner Regulation.

Table 2 - Fee Schedule for Gas Burning Equipment

Fee Schedule for Gas Burning Equipment	
0 – 80,000 BTU	\$15.00
80,001 – 400,000 BTU	\$50.00
400,001 – 3,000,000 BTU	\$140.00

b. Electrical

The Field Approval fee for the inspection of electrical equipment is \$215.00. This fee is payable at the time of application. Re-inspection fees may apply. For information regarding Special Acceptance for electrical components, please refer to The Electricians' Licensing Regulation.

Inspection and Technical Services
 508 - 401 York Avenue
 Winnipeg MB R3C 0P8
 T: 204 945-3373
 Web: <https://www.gov.mb.ca/labour/its/>
 Email: TechnicalServices@gov.mb.ca



c. Payment methods are as follows:

- Cash/Debit (In person only)
- Cheque/money order made payable to the Minister of Finance (In person or by mail)
- Credit Card (In person or by mail by completing a credit card authorization form)

14. MB HEALTH PERMIT

Operators of mobile food trucks must have their units registered annually with MB Health. Registration is required only initially, but permits to operate are issued annually

This application addresses the following items:

1. Construction
2. Food supplies
3. Food storage
4. Food preparation
5. Personnel
6. Equipment and utensils
7. Ventilation
8. Water and wastewater equipment and supply
9. Food handler training certificate (see section below for more information)

15. HEALTH PERMIT INITIAL APPLICATION PROCESS

1. Contact MB Health to obtain the following forms:
 - Registration Form/Permit Application
2. Submit completed forms to MB Health with the following documents:
 - Detailed plan showing equipment layout
 - Plumbing system
 - Material finishes for floor/wall/ceiling
 - List of food processing equipment
 - List of all hot and cold food storage and holding equipment
 - Hand washing and ware washing facilities
 - Proposed menu
 - Address of commissary
3. Contact the local Public Health Inspector to arrange for a permitting inspection at least 10 working days prior to operation.
4. If there are no deficiencies as a result of the inspection, the Public Health Inspector will issue a health permit.

16. CITY OF WINNIPEG REQUIREMENTS

Mobile food trucks operating in the CoW must ensure they obtain a Fire Safety Inspection and a mobile food vendor parking permit. Additionally, a Food Handler Training Certificate is required.

17. FOOD HANDLER TRAINING CERTIFICATE

When operating within Winnipeg, a food handling certificate is required. This certificate helps ensure that operators have knowledge in food microbiology, food borne illness, health and hygiene, serving and dispensing, food protection, receiving and storage, cleaning and sanitation. Operators may obtain this certificate by taking the training program with MB Health or any approved contractor. This certificate is valid for five years. Please visit the MB Health [website](#) for more information about the training program.

A food handler's certificate is still recommended when operating outside Winnipeg, so it is recommended to check with the local authority to determine if they also require this certificate.

18. FIRE SAFETY INSPECTION

Fire safety inspections are required for mobile food trucks and fire safety label is issued after an inspection by the CoW. These labels are only valid for one year and must be renewed annually.

For more information on the fire safety inspection, please visit the CoW [website](#).

19. MOBILE VENDOR PARKING PERMIT

Mobile vendor parking permits are required for mobile food truck operators wanting to operate within Winnipeg. These permits allow mobile food trucks to park on any Winnipeg street.

These permits are valid for only the vehicle it is issued to, and permits the operation of the food truck between 9am to 3pm only, Mondays through Saturdays.

There are three types of parking permits available based on the area demand. For more information on the type of permits, please visit the CoW [website](#).

a. Mobile Vendor Parking Permit Process

1. Contact the CoW to obtain the following forms:
 - Mobile Vendor Permit Application
 - Support Vehicle Permit Application
 - Declaration Form (for operators who are not registered as owner of the vehicle)
 - Application fee shown in Table 5
2. Submit completed forms to the CoW with the following documents:
 - Valid driver's license
 - Valid Manitoba Public Insurance vehicle registration
3. If there are no deficiencies in the application, the CoW will issue a parking permit.

Note: Operators who operate their food trucks outside of Winnipeg are encouraged to contact the municipality or town where they plan to operate as the same of type permit may also be required in that area.

b. FEES

The following fees are required for each application process.

Table 3 - Fees

Requirements	Organization	Fees		
Gas Permit	ITS	Basic charge of \$60 plus an additional charge per piece of equipment (based on BTUH rating):		
		0 – 80,000 BTUH	\$15	
		80,0001 – 400,000 BTUH	\$50	
		401,000 – 3,000,000 BTUH	\$140	
Field Approval of Electrical Installations	ITS	\$215		
	Inspection Body	Please check with the agency for pricing.		
Health Permit	MB Health	No fee.		
Food Handler Training Certificate	MB Health/ Private Contractor	Visit MB Health website for more information on course dates and fees		
Fire Safety Inspection	CoW	\$150		
Parking Permit	CoW	Seasonal rate from April 1 - October 31*		
			High Demand Zone Permit	Low Demand Zone Permit
		Vehicle under 22ft	\$1,706 + GST	\$866 + GST
		Vehicle over 22ft	\$3,386 + GST	\$1,706 + GST
		Non-Metered Area Permit: \$306 + GST		
		*No prorating/refunds		
		Seasonal rate from November 1 – March 31*		
			High Demand Zone Permit	Low Demand Zone Permit
		Vehicle under 22ft	\$1,346 + GST	\$686 + GST
		Vehicle over 22ft	\$2666 + GST	\$1346 + GST
Non-Metered Area Permit: \$226 + GST				
*No prorating/refunds				

20. CONTACTS TO REPORT INCIDENTS

Emergency Incidents
Call 9-1-1 immediately

Non-Emergency Incidents
Contact:

1. ITS
508-401 York Avenue Winnipeg MB R3C 0P8 Telephone: (204) 945-3373
Fax: (204) 948-2089
Toll Free: 1-800-282-8069
Email: TechnicalServices@gov.mb.ca
2. Manitoba Health
Health Protection Unit Telephone: (204) 945-4204
3. City of Winnipeg (for units operating within Winnipeg) Fire Prevention Branch
2nd Floor - 185 King Street Winnipeg MB R3B 1J1 Telephone: 3-1-1
Telephone: (204) 986-8200
Email: FPS-fp-Inspections@winnipeg.ca
4. Local municipality or town (for units operating outside of

21. REFERENCE DOCUMENTS

- The Gas and Oil Burner Act
- The Electricians' Licence Act
- Application for Special Acceptance and Inspection of Mobile Food Trucks
- Gas Piping Pressure Test Report for Mobile Food Trucks Form
- Food and Food Handling Establishments Regulation
- Food Service Establishment By-law